

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

**District Personnel Manual Issuance System**

This bulletin should be filed behind  
the divider for part III of DPM  
Chapter(s) 12

**DPM Bulletin No. 12-216**

**SUBJECT:** Schedule of Beginning and Ending Dates of Leave  
Years 2005 through 2010

**Date:** SEP 29 2005

This bulletin provides the schedule of beginning and ending dates of leave years 2005 through 2010. The attachment to this bulletin outlines the leave year beginning and ending dates for the five-year period.

**Leave Year**

In accordance with Chapter 12 of the District Personnel Manual (DPM), Hours of Work, Legal Holidays and Leave, Part II, Subpart 4, Paragraph 4.9 (J)(3), a leave year begins on the 1<sup>st</sup> day of the 1<sup>st</sup> full biweekly pay period in a calendar year. A leave year ends immediately before the 1<sup>st</sup> day of the 1<sup>st</sup> full biweekly pay period in the following calendar year.

**Carry-Over of Annual Leave to Next Leave Year and "Use or Lose" Annual Leave**

District government employees who accrue annual leave may carry over to the next leave year a maximum amount of 240 annual leave hours. The phrase "use or lose" refers to any amount of accrued annual leave in excess of 240 hours of annual leave. Employees must "use" their excess annual leave amount by the end of the leave year to avoid forfeiture (loss) of the leave. Agencies may consider restoring annual leave in excess of 240 hours that would otherwise be lost if the leave was scheduled in writing at least 3 pay periods in advance of the end of the leave year, approved in writing, and subsequently denied due to the "demands of the public business."

**Universal Leave**

The provisions of this bulletin **do not** apply to employees who accrue universal leave. Under the universal leave system, employees have 26 days of universal leave credited to their universal leave account on the 1<sup>st</sup> pay period of the leave year; and may carry over not more than five 5 days (40 hours) of unused universal leave for use in succeeding years. All other unused leave will be forfeited (lost) at the end of the leave year.



Lisa R. Marin, SPHR  
Director of Personnel

**Attachment:** Schedule of Beginning and Ending Dates of Leave Years 2005 through 2010

*Note: DPM Bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart I, '1.3.]*

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<b>Schedule of Beginning and Ending Dates of Leave Years 2005 through 2010</b>			
<b>Leave Year</b>	<b>Leave Year Beginning Date</b>	<b>Leave Year Ending Date</b>	<b>Date for Scheduling “Use of Lose” Annual Leave</b>
2005	January 9, 2005	January 7, 2006	November 26, 2005
2006	January 8, 2006	January 6, 2007	November 25, 2006
2007	January 7, 2007	January 5, 2008	November 24, 2007
2008	January 6, 2008	January 3, 2009	November 22, 2008
2009	January 4, 2009	January 2, 2010	November 21, 2009
2010	January 3, 2010	January 1, 2011	November 20, 2010